



LOUISIANA DEPARTMENT OF INSURANCE  
JAMES J. DONELON, COMMISSIONER

P.O. Box 94214  
BATON ROUGE, LOUISIANA 70804-9214  
PHONE (225) 342-5900  
FAX (225) 342-3078  
<http://www.idi.state.la.us>

**Directive 197**

**June 13, 2006**

**TO ALL REGULATED ENTITIES AND INTERESTED PARTIES**

**RE: Retention of Records by Regulated Entities**

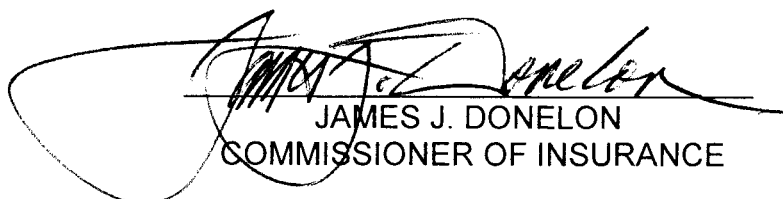
Records which must be available to the Department of Insurance by those entities it regulates and/or audits may be retained electronically by those entities under R.S. 9:2612. Electronically retained records shall be indexed and/or organized using identifying characters and/or information that effects retrieval by a reasonable person in an efficient and timely manner. Electronic records which are not retained in this specific manner shall not be considered properly available to the Department of Insurance so that it may exercise its regulatory authority as provided under law, including Title 22 of the Louisiana Revised Statutes.

Entities regulated by the Department of Insurance should consider the following **non-exclusive** list of provisions when considering retention of records. The statutes can be found at [www.legis.state.la.us](http://www.legis.state.la.us). (Note: Regulated entities may consider ADDING 2 years, a prudent measure, to time periods stated under law.)

**LRS 22:39.** Books and records of domestic insurer; securities  
**LRS 22:193.1.** Examination and investigations  
**LRS 22:1203.** Licensure; registration  
**LRS 22:1205.** Duties of insurers  
**LRS 22:1309.** Annual examination; rate review  
**LRS 22:2092.12.** Record retention; requirements  
**LRS 22:3011.** Annual examination; rate review

I hereby order, effective immediately, that records retained electronically by regulated entities shall be indexed and/or organized using identifying characters and/or information that effects retrieval by a reasonable person in an efficient and timely manner.

Please be governed accordingly.

  
JAMES J. DONELON  
COMMISSIONER OF INSURANCE